

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
FREEDOM OF INFORMATION COMMISSION  
JOB OPPORTUNITY**

**PARALEGAL SPECIALIST (JOB CLASS 6142) PCN 88719**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the current exam list and lateral transfers

**Location:** 18-20 Trinity St., Hartford, CT Refer to [www.ct.gov/foi](http://www.ct.gov/foi) for a description of the commission

**Hours:** 40 per week Monday-Friday

**Salary:** AR-22 \$61,373 – \$79,424 annual (new hires to State service start at the minimum)

**Closing Date:** November 3, 2014 applications must be received no later than 5:00 PM

**Eligibility Requirement:**

Candidates must be on the current certification list promulgated on 10-14-14 by the Department of Administrative Services (DAS) for the classification of Paralegal Specialist. State employees currently holding that title may apply for lateral transfer.

**Required Knowledge, Skill and Abilities:**

Refer to DAS Class Specification for class code 6142 Paralegal Specialist.

**Preferred experience:**

Workplace experience accessing and maintaining electronic dockets and databases is preferred.

**Example of Duties:**

Interprets complex state statutes and federal regulations governing legal records and documents; determines and applies applicable state statute and/or regulation in preparing documentation; interprets court rules and agency policies and regulations; keeps abreast of the latest court rules, calendar changes and pending legislation; monitors and adheres to court deadlines; reviews legal documents and prepares legal documents such as briefs, writs and pleadings for court filings; responds to relevant case information requests from courts; performs legal research and analysis of law sources such as statutes, legal articles, legal decisions, opinions, rulings, memoranda and other legal material; prepares draft legal documents; provides paralegal assistance by interpreting applicable legal provisions, regulations, precedents and policies; responds to requests and obtains information of sensitive nature; acts as liaison between agency, court system, relevant attorney's offices and general public; may facilitate communication, either in-person or by electronic means, between the agency and the general public; serves as agency liaison regarding relevant policies and procedures; prepares legal and administrative reports; updates and maintains case records, pleadings, policy manuals and filing systems; assists in the drafting of proposed legislation and advisory opinions; provides training and assistance to staff; may perform business mathematical computations; performs related duties as required.

**Application Instructions:**

Qualified candidates must submit a cover letter, describing their suitability for the position, and the required CT-HR-12 State Employees Application (available online at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)), INCLUDING Addendum form CT-HR-13 if applicable, to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department  
18-20 Trinity St. 5th Floor  
Hartford, CT 06106

**Preferred method of submission:** by secure Fax to 860-622-4927 OR attached to e-mail sent to [OGA.HR@ct.gov](mailto:OGA.HR@ct.gov)  
Refer to PCN 88719.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.